



The Ontario Justice Education Network is hiring!!

**Project Officer – Toronto
OJEN Student Position – Part-time Employment**

The Ontario Justice Education Network (OJEN) is hiring a part-time student Project Officer to assist in the development and delivery of a pilot justice education program for newcomer youth in partnership with community associations and schools in Toronto. The Project Officer will work with OJEN staff and volunteers to deliver new and existing projects that foster an understanding of the justice system and create opportunities for dialogue about the system.

OJEN is a charitable not-for-profit, non-governmental organization with a province-wide mandate. We develop innovative educational tools that introduce young people to the justice system, help them understand the law, and build their legal capability. We work to help prepare young people to manage the legal aspects of problems that arise in their own lives.

OJEN's programs are delivered across Ontario by a staff of 14 and a pool of approximately 1200 justice sector volunteers, including: judges, lawyers, law school students, court staff, and other justice sector professionals. Thousands of high school students and their teachers participate in OJEN programs each year. We also partner with community organizations, after-school groups, and summer programs to bring our justice education workshops to hundreds of youth in under-served communities.

Responsibilities of the student Project Officer include:

- Working with OJEN staff to develop, deliver and evaluate a pilot justice education programs for newcomer youth
- Community and school-based workshop facilitation for newcomer youth in Toronto (this includes some travel within the City of Toronto via public transit).
- Liaison and email communications with volunteers and community and school-based partners involved in this project.
- Development of communication and social media tools which profile the pilot project
- Administrative tasks related to programming

Candidates with a combination of the following qualifications are encouraged to apply:

- Experience with organizations that provide programming for youth, especially newcomer youth
- Well-developed facilitation skills
- Training or experience in a law-related field
- Training or experience in an education field
- Project planning/coordination experience
- Experience with project evaluation and reporting
- Experience and/or familiarity with social media and tech tools



- Ability to speak a second language
- Excellent written and oral communications skills
- Strong administrative ability

Current law, education or MSW students are strongly encouraged to apply.

Closing date: Friday, September 22, 2017 (12:00 noon)

Start Date: Tuesday October 10, 2017

End Date: June 2018

Job Location: Toronto, Ontario

Compensation & Hours: \$15.00/hour; 5-10 hours per week (*Workshop facilitation likely to take place in the afternoon/early evening, although some morning sessions may be scheduled for school-based programming. Work hours scheduling can be done around the successful candidate's class schedule.*)

Additional information about OJEN is available online at www.ojen.ca. Interested candidates should submit a covering letter, résumé and availability schedule by email to info@ojen.ca.

Please insert the phrase "Student Project Officer – Toronto" in the subject line of the email, and direct to the attention of OJEN's Director of Outreach.

We thank all applicants for their interest but will only contact those who are short-listed. Resumes will be kept on file for six months, and then shredded.